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**Warrant for Annual Town Meeting**

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*Cover designed by Bedford resident Jean Hammond  
 Photograph of Old Reservoir Dam taken by Town Engineer Adrienne St. John*

## To the Voters

The articles listed in this Annual Town Meeting Warrant reflect the operational needs and proposals for improvements to Town services for Fiscal Year 2015. It represents information furnished to the Selectmen, Finance Committee, and Capital Expenditure Committee by various Town departments, boards, and committees. Recommendations are provided where appropriate as guidelines for your consideration. Various boards, committees, and staff have all participated in the process of formulating the Warrant in the hope that the articles presented here will sustain and enhance the quality of life for the citizens of Bedford.

This year's Warrant includes several articles pertaining to various street acceptances. Article 12 asks voters to authorize an agreement for Cable Television PEG Access Services with a term of up five years. Article 13 asks voters to authorize a Tax Increment Financing Plan for Aspen Technology for the renovation of properties located on Crosby Drive which will ultimately bring increased property tax revenues to the town from this redevelopment. Article 23 asks voters to implement a new Classification and Wage Schedule under the Salary Plan Bylaw.

The Capital Projects Plan (Article 17) and Operating Budget (Article 24) for Fiscal Year 2015 fund the Town's continuing operations. Details concerning these budgets are contained in the reports of the Finance Committee and the Capital Expenditure Committee that follow in the next several pages. The Capital Projects Plan requests funds for the water and sewer systems, school technology upgrades and improvements, capital maintenance needs, a space utilization study for the police and fire departments, and vehicle replacement, including two large dump trucks for the Department of Public Works. The Operating Budget funds the Town's day-to-day operations undertaken by all Town departments.

There are two Community Preservation Articles on this year's Warrant. The first, Article 18, asks you to amend the FY2014 budget to appropriate funds for the final phase of the Passenger Depot Restoration. The second, Article 19, seeks to utilize FY2015 funding for affordable housing needs, including a refurbishment of kitchens and baths at Ashby Place, funding for the Shawsheen Pump House restoration, improvements to the driveway to Springs Brook Park, and a Pedestrian Master Plan.

Articles 15 and 16 are proposed as bond authorizations in order to fund needed improvements to the Town's water and sewer infrastructure. Rehabilitation of a portion of the Town's sewer force main connecting to the MWRA System is proposed under Article 15. Cleaning and relining of the Shawsheen Road and a portion of Page Road is proposed under Article 16. An additional bonding authorization will be requested under Articles 17 for two large Public Works vehicles.

Finally, Article 27 continues the Town's recent funding of a portion of the unfunded liability for other post-employment benefits, principally for retiree health insurance, and Article 28 seeks to appropriate money to a Sick Leave Buyback Fund to assist the Town with making payments to retiring employees for time owed.

Please bring the Warrant Report to Town Meeting, which begins on Monday, March 24, 2014, continuing to Tuesday, March 25, 2014. If necessary, Town Meeting would resume on Monday, March 31, 2014 and Tuesday, April 1, 2014. Your participation is central to the success of our Town Meeting form of government, and we look forward to seeing you there!

William S. Moonan, *Selectmen Chair*

## Finance Committee

The Finance Committee presents for your approval an FY2015 operating budget that supports the excellent quality of life we enjoy in Bedford. It is based on sound financial planning and careful review of departmental requests.

The Finance Committee began work on the operating budget in the Fall of 2013, by first considering the available sources of revenue. Some of those sources were:

- Certified Free Cash from FY13 was \$2,902,314. Our policy is to leave an amount equal to 1% of the operating budget in order to mitigate uncertainty in estimates for local receipts and state aid. This year, we recommend using \$2,042,314.
- Stabilization Fund has a balance of \$2,605,596. This is still well below the midpoint of our target range of \$2M - \$6M. We do not recommend further use of this fund at this time, and we are recommending an additional allocation of \$100,000.
- Growth allowed under Proposition 21/2 rules is \$1,335,290, or an additional 2 ½ increase of the tax levy. We recommend leaving \$1,000,000 levy unused to help mitigate tax increases of the past few years.
- New Growth is estimated to be \$800,000 of new property value joining the tax roll.
- Payment of \$1,560,000 In Lieu of Taxes from the MITRE Corporation.
- The Governor's proposed budget includes \$6,121,385 in state aid for Bedford next year, but the legislature has not yet approved a budget. We recommend using 5.25% over the FY14 amount, or an amount of \$5,996,125 for FY15. Any excess will carryover via free cash.

As a starting point for each Town department and Board, the Finance Committee determined initial budget guidelines by allocating available revenue proportional to last-year's budgets. We developed the final operating budget accommodating several changes justified by the departments, including:

- An additional \$89,500 in roads, which will increase the appropriation amount to \$600,000.
- \$52,352 for Veterans Administration, however, this amount is reimbursed by the state in the next fiscal year.
- \$27,787 for Elections and Registrations to accommodate four elections in FY15.
- \$11,503 for the Planning Board to increase the assistant planner to full-time.
- \$2,052 for the Board of Health to accommodate school nurse contract obligations.
- \$325,000 for the School Committee primarily to accommodate new federal and state mandates.
- \$190,000 in additional Insurance/Benefits to cover the 16.5 new FTE for the School Department.

The Finance Committee recommends that Town Meeting adopt a FY15 operating budget of \$77,300,994, and a total budget of \$83,126,079 including Articles and Assessments, and an Ambulance Enterprise Operating Budget of \$957,886

**Historical Trends**

The following table presents a historical perspective of the five previous fiscal years.

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	Proposed <u>FY15</u>
<b><u>Revenue</u></b>						
Tax Levy	47,723,182	50,577,996	52,300,912	54,532,823	56,745,981	58,781,406
Local Revenues	20,902,619	17,273,854	15,853,193	17,467,804	16,830,615	17,634,697
Other Sources*	8,269,415	7,187,983	7,420,806	7,284,926	7,386,973	7,709,976
	<u>76,895,216</u>	<u>75,039,833</u>	<u>75,574,911</u>	<u>79,285,553</u>	<u>80,963,569</u>	<u>84,126,079</u>
<b><u>Expense</u></b>						
Operating Budget	68,175,502	69,791,768	71,136,430	72,421,991	74,926,602	77,300,994
Articles** / Other	5,812,074	3,368,366	2,217,849	4,578,192	3,394,149	4,151,996
Governmental Charges/Offsets	314,168	338,300	364,243	387,870	408,436	420,589
Overlay Reserve	868,878	796,197	854,611	899,804	893,191	950,000
Miscellaneous Charges	2,650	2,962	1,700	2,500	2,500	2,500
Snow Deficit	474,948	111,411	432,495	-	295,159	300,000
	<u>75,648,220</u>	<u>74,409,004</u>	<u>75,007,328</u>	<u>78,290,357</u>	<u>79,920,037</u>	<u>83,126,079</u>
Surplus/(Deficit)	<u>1,246,996</u>	<u>630,829</u>	<u>567,583</u>	<u>995,196</u>	<u>1,043,532</u>	<u>1,000,000</u>
% Increase in Total Expenditures	1.46%	-1.64%	0.80%	4.38%	2.08%	4.01%
Average Assessed Residential Value	\$506,600	\$513,497	\$518,300	\$518,113	\$538,600	TBD
Residential Tax rate per \$1,000 of value	\$13.08	\$14.33	\$15.21	\$15.37	\$15.71	TBD
Average Residential Tax***	\$6,626	\$7,358	\$7,883	\$7,963	\$8,641	TBD
% Increase	3.3%	11.1%	7.1%	1.0%	8.5%	TBD
* Includes State aid and Community Preservation						
** Includes Capital Article, Community Preservation , Misc. Articles (excludes bonding), Other, Overlay Deficit						
***Includes 3% Community						
Preservation surcharge additions	\$160	\$178	\$191	\$193	\$207	TBD

*The current residential impact of \$100,000 in expenses is \$1.91 per \$100,000 of assessed value. For example, the impact of \$100,000 in expenses for a home with an assessed value of \$500,000 would be \$9.55 (5 x \$1.91).*

**Conclusion**

The FY15 budget presented to you accommodates justified requests from the Town departments. With your continued thoughtful deliberation and support, Bedford maintains the highest rating of AAA from the Standard & Poor Rating Agency. Only 26 communities in Massachusetts have this rating which allows us, when necessary, to borrow at the best possible rates.

Please note that some changes may occur between the time this Warrant goes to press and the time of Town Meeting as more up-to-date information becomes available.

**Acknowledgements**

The Finance Committee receives assistance from many different Town employees, as well as elected officials, and members of other Town boards and committees. We appreciate everyone's advice, guidance, and opinions. The Finance Committee is particularly grateful to Finance Director & Treasurer/Collector Victor Garofalo, Town Manager Richard Reed, Superintendent of Schools Jon Sills, and Director of Finance for Bedford School District David Coelho.

Respectfully submitted,

Michael Seibert, *Chair*

Stephen Steele, *Vice Chair*

Richard Bowen

Tom Busa

Stephen Carluccio

Ben Thomas, *Clerk*

Robert Kenney

Elizabeth McClung

Barbara Perry

## Capital Expenditure Committee Report

### Introduction

The Capital Expenditure Committee (CEC) reviews and offers recommendations concerning all requests for funds for capital items and projects submitted by Town and School departments. These projects, and their costs, appear in Article 17 – Capital Projects Plan Fiscal Year 2015 beginning on page 23 of the Annual Town Meeting Warrant.

### Definition of Capital

CEC defines a capital expenditure as any item or project expenditure of \$5,000 or more per item with a useful life of two or more years. Individual capital items of less than \$5,000 each are considered operating capital and are funded through departmental operating budgets with the exception of multiple, similar items that are “bundled” together to reach an amount that exceeds \$30,000.

### Capital Projects Plan

At the beginning of the Fiscal Year 2015 (FY15) budgeting process, Town and School departments requested a total of fifty-five (55) capital items and projects totaling \$9,178,841. The Finance Committee Budget Guideline for FY15 of \$1,447,050 is to be funded from the FY15 tax levy. Other sources of funds such as water/sewer rates, open article balances, etc. could potentially be used to fund projects above that guideline.

The CEC once again had discussions with the Community Preservation Committee (CPC) in an effort to determine if items on the capital request list could possibly be funded with Community Preservation Funds. As a result, three capital requests were referred to the Community Preservation Committee for funding in whole or in part based on eligibility. The three items are 1) A portion of the Police Station Cooling Tower and Pump Renewal (\$15,847 of a \$69,261 total request); 2) Town Hall Aluminum Window Repairs (\$15,275); and 3) A portion of the DPW Irrigation Refurbishment (\$76,470 of a \$130,000 total request). This made it possible for other requested capital items to be considered.

Through the CEC assessment and prioritization process, 39 items are recommended for funding from the following sources:

\$1,442,203 for items 15-01 through 15-32, to be funded through the tax levy or available funds;

\$16,441 for item 15-33, to be funded through a reallocation of remaining fund balances;

\$293,180 for items 15-34 through 15-38, to be funded through water and sewer revenue in Fiscal Year 2015; and

\$440,000 for item 15-39, to be funded through a bond authorization.

All of the debt service costs for the projects funded through bond authorizations will be reflected in future Town principal and interest budgets. The remaining items or projects originally requested and not being recommended for funding this year may be deferred until a later year, were removed from consideration, were deemed operating capital, or have been funded through alternative sources. All deferrals of projects may result in future higher costs.

<b>Project</b>	<b>Project Description</b>	<b>FY15 Cost</b>
15-01	<u>Lane and Davis Schools - Space Modifications</u> Funding for this project would provide for expansion of the music room at Davis School to use for additional Kindergarten space, as well as the reconfiguration of one or more first floor pods. This project would also create small group space at the end of the first floor corridor at the Lane School.	\$42,960
15-02	<u>Lane and Davis Schools- Security Measures</u> Funding for this project would allow for the installation of access controls on select exterior doors at the Lane and Davis schools, per the recommendations of the Security Task Force. Access controls will limit the need to “prop” doors open during recess periods.	\$61,800
15-03	<u>Fire Department - 2 ½” Fire Hose</u> Funding for this project would provide for the purchase of varying lengths of fire hose last purchased in 2004-2005.	\$9,926
15-04	<u>Fire Station - Fire Alarm System Renewal</u> Funding for this project would upgrade the fire alarm system at the Fire Station which includes head end equipment, pull stations at all exits, audio/visual strobes, smoke detectors, conduit and wire connections.	\$18,983
15-05	<u>Fire Station - Electric Overhead Sectional Doors</u> Funding for this project would provide for the replacement of the 16-year old overhead sectional doors with electric operation at the fire station. These doors have been damaged over the years, and are requiring more frequent maintenance. Reliability of these doors is of the utmost importance to prevent delaying an emergency response.	\$23,494
15-06	<u>Bedford High School - Server Room Upgrades</u> Funding for this project would allow for the installation of UPS and upgrade power to the server room at Bedford High School. Current circuits have a low voltage problem; the additional equipment would increase the power and voltage requirements.	\$38,048
15-07	<u>Bedford Public Schools – Security Window Film</u> Funding for this project would allow for the installation of window film on all exterior doors and windows at all four schools, per the recommendations of the Security Task Force. This window film will make it more difficult for intruders to force entry into the buildings.	\$16,220
15-08	<u>IT – Town Network and Server Equipment</u> Funding for this project would be for the ongoing program to update computer servers and network equipment. This project would specifically fund the consolidation of three older stand-alone servers onto a more powerful virtualized server, as well as the replacement of a core concentrator switch in Town Hall.	\$22,000
15-09	<u>Fire Station – Vehicle Exhaust Capture System</u> Funding for this project would replace the exhaust system at the fire station which is currently failing 1 to 3 times per year, at a cost of \$500-\$1000 per failure. Replacement would also eliminate the need to run an air compressor which would further reduce energy use at the fire station.	\$5,600

15-10	<u>IT/Finance – KVS Software Development</u> Funding for this project would provide for updates to the utility billing portion of the KVS financial system throughout Town departments. Also included would be funds for implementation and staff training on the new converted payroll system package.	\$15,000
15-11	<u>John Glenn Middle School – Wireless Expansion</u> Funding for this project would provide for the replacement of 18 wireless access points, the installation of 47 additional wireless access points, and a LAN wireless controller all of which would expand the wireless services at JGMS. During FY14, all of the switches at JGMS were upgraded, so this project will complete the wireless upgrade and expansion for this school.	\$160,000
15-12	<u>Town – Photocopier Replacement</u> Funding for this project would provide for the replacement of two dual copier/fax machines located in the Finance Department and the Town Manager's office. Both machines are over 9 years old and due for replacement.	\$5,200
15-13	<u>DPW – Video Surveillance</u> Funding for this project will replace six cameras at the DPW with new digital cameras, which will connect to the existing system at the police and fire stations. Current cameras have very poor image quality and it is near impossible to identify individuals. These cameras monitor gas pumps and storage areas.	\$27,000
15-14	<u>Fire Department – Boat and Trailer Replacement</u> Funding for this project would provide for the replacement of a 20-year old inflatable boat and motor (\$7,197) and the accompanying trailer for transport (\$942).	\$8,139
15-15	<u>Police Station – UPS for the Dispatch Facility</u> Funding for this project would provide for a single UPS which would replace numerous small units, thus reducing the time needed to maintain them and opportunity for failure. The UPS supports all critical communications for dispatch in the event of a power outage, during the time it takes for the back-up generator to start.	\$26,665
15-16	<u>Police Station – Cooling Tower and Pump Renewal</u> Funding for this project would replace the existing cooling tower and pump at the police station which is 18 years old. The cooling tower is in poor condition and is no longer considered reliable. The Capital Expenditure and Community Preservation committees recommend utilizing \$53,414 of Capital Funds and \$15,847 of Community Preservation Funds to cover the costs of this project.	\$69,261
15-17	<u>Davis School – Interactive Projection Equipment</u> Funding for this project would provide for the first of a two-phase installation of interactive projector and whiteboard units in the classrooms of Davis School. This first phase would provide for 16 units to be installed in the first and second grade classrooms.	\$47,500

15-18	<p><b><u>Vehicle and Equipment Replacement</u></b></p> <p>The procurement and upkeep of major equipment and vehicle fleet is a major factor in the Town's ability to provide quality services. All equipment is evaluated to ensure a cost effective approach to equipment retirement versus ongoing maintenance and repairs.</p> <p>Below is a prioritized listing of vehicles that were proposed for replacement in FY2015, which totals \$444,622. Funding requested would be utilized to replace vehicles on this list, with the final priority determined by the Public Works Director at the time funding becomes available.</p> <table><tr><th><u>Year</u></th><th><u>Mileage</u></th><th><u>Dept.</u></th><th><u>Desc.</u></th><th><u>Use</u></th><th><u>Cost</u></th></tr><tr><td>1997</td><td>1,134 hours</td><td>DPW</td><td>Chipper</td><td>Tree Maintenance</td><td>\$80,000</td></tr><tr><td>2008</td><td>90,000</td><td>Police</td><td>Unmarked</td><td>Chief's Vehicle</td><td>\$41,000</td></tr><tr><td>2006</td><td>37,000</td><td>DPW</td><td>1-Ton Dump Truck</td><td>Grounds</td><td>\$60,848</td></tr><tr><td>2011</td><td>57,000</td><td>Police</td><td>Marked Cruiser</td><td>Patrol</td><td>\$42,000</td></tr><tr><td>2007</td><td>97,400</td><td>Facilities</td><td>4x4 Utility Pickup</td><td>Facilities Maintenance</td><td>\$36,000</td></tr><tr><td>2009</td><td>67,000</td><td>DPW</td><td>4x4 Pickup</td><td>Road Maintenance</td><td>\$43,774</td></tr><tr><td>2008</td><td>83,000</td><td>DPW</td><td>Utility Pickup</td><td>Water Maintenance</td><td>\$47,000</td></tr><tr><td>2007</td><td>82,400</td><td>DPW</td><td>4x4 Utility Truck</td><td>Water Maintenance</td><td>\$47,000</td></tr><tr><td>2007</td><td>34,500</td><td>DPW</td><td>Utility Truck</td><td>Mechanical Maintenance</td><td>\$47,000</td></tr></table>	<u>Year</u>	<u>Mileage</u>	<u>Dept.</u>	<u>Desc.</u>	<u>Use</u>	<u>Cost</u>	1997	1,134 hours	DPW	Chipper	Tree Maintenance	\$80,000	2008	90,000	Police	Unmarked	Chief's Vehicle	\$41,000	2006	37,000	DPW	1-Ton Dump Truck	Grounds	\$60,848	2011	57,000	Police	Marked Cruiser	Patrol	\$42,000	2007	97,400	Facilities	4x4 Utility Pickup	Facilities Maintenance	\$36,000	2009	67,000	DPW	4x4 Pickup	Road Maintenance	\$43,774	2008	83,000	DPW	Utility Pickup	Water Maintenance	\$47,000	2007	82,400	DPW	4x4 Utility Truck	Water Maintenance	\$47,000	2007	34,500	DPW	Utility Truck	Mechanical Maintenance	\$47,000	\$444,622
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15-19	<p><b><u>Police and Fire Stations – Space Utilization Study</u></b></p> <p>Funding for this project would provide for a study of both the police station and fire station and assess the space needs of both, relevant to the current and future services those two stations provide.</p>	\$47,700																																																												
15-20	<p><b><u>John Glenn Middle School – Space Modifications</u></b></p> <p>Funding for this project would provide for the installation of instrument lockers in the corridor adjacent to the music room for increased security of instruments. It would then allow for the existing instrument storage room to be repurposed for other program needs.</p>	\$46,500																																																												
15-21	<p><b><u>Lane School - Interactive Projection Equipment</u></b></p> <p>Funding for this project would provide for the third and final phase of smartboard installation at the Lane School. This phase will provide for the installation of 10 units.</p>	\$25,000																																																												

15-22	<u>DPW Fiber Connection</u> Funding for this project would provide for a fiber connection between the Public Works and Town Hall. The connection would increase network connection speed and reliability for email, file transfers and GIS information. It would also provide for disaster recovery and backup options at the DPW.	\$36,000
15-23	<u>School - Photocopier Replacement</u> Funding for this project would provide for the replacement of a copier at Davis School, a copier at Bedford High School, and a copier at the Bedford High School Library. In addition, funding will replace two RISO duplicators, one at Lane School and one at Davis School. The duplicators are 8 years old and no longer in production by the manufacturer, thus making replacement parts difficult to find.	\$24,501
15-24	<u>Lane School - HVAC Recommissioning</u> Funding for this project would develop a full retro-commissioning plan for the HVAC system at Lane School. This would include installation inspection, performance testing, and verification/documentation of all deficiencies for the HVAC equipment and controls as well as all lighting controls. This project has a projected payback of 4.19 years as well as projected utility incentives of \$2,400-\$7,335.	\$48,936
15-25	<u>Alternate Emergency Operations Dispatch Center</u> Funding for this project would provide for an alternate site for public safety dispatch in the event that the police station needs to be evacuated. The site would also serve as the primary operations center for all town departments during an emergency event. Funding includes electrical work for power, radio antennae, cable TV, cabinet work for the dispatch console, and secure storage for all associated equipment (whiteboards, computers, phones, radios, TV and LCD projector).	\$20,274
15-26	<u>Lane School – Custodial Equipment</u> Funding for this project would allow for the replacement of a walk behind floor scrubber at the Lane School. The current scrubber has been utilized since 2002 and had a useful life of 10 years. The drivetrain on this machine is a concern, and has already been rebuilt once along with the vacuum pump.	\$9,294
15-27	<u>Lane School – Acoustic Upgrades</u> Funding for this project would provide for the installation of acoustic material in the multi-use cafeteria of Lane School to improve sound and hearing. This space is often used for performances and assemblies and attendees have repeatedly reported difficulties with being able to hear.	\$17,561
15-28	<u>DPW – Irrigation Refurbishment</u> Funding for this project would provide for an updated irrigation system including new clocks at 17 locations as well as software which will assist with efficacy of the system. With this update, water usage will decrease by approximately 20%; there will also be a reduction in staff time needed to manually turn the systems on and off. The Capital Expenditure and Community Preservation committees recommend utilizing \$53,530 of Capital Funds and \$76,470 of Community Preservation Funds to cover the costs of this project.	\$130,000

15-29	<u>John Glenn Middle School – Auditorium Stage Equipment</u> Funding for this project would replace the stage curtains in the auditorium of JGMS, as well as replace the wireless microphone system which currently utilizes a frequency which cannot accommodate the desired number of wireless microphones. Additionally, this project would allow for additional storage cabinets and racks for various musical and drama related materials.	\$25,400
15-30	<u>Library – Mechanical Study</u> Funding for this project would provide for a study to review the existing HVAC equipment to determine current condition, estimated remaining useful life, evaluate energy efficiency, and effectiveness of the equipment and controls. The goal of this study is to produce a comprehensive plan to upgrade heating equipment and controls in this part of the building. The study will also estimate the cost of replacing the pneumatic controls in the 1999 building to improve energy efficiency, reduce maintenance cost and improve the work environment.	\$15,270
15-31	<u>Town Hall – Access Control Systems Expansion and Upgrade</u> Funding for this project would expand the use of an access system for board and committee members by implementing a lock and card reader on mail/copy room door. This upgrade would provide for unlock and lock capability for access during night meetings.	\$8,250
15-32	<u>Lane School – Walk-In Refrigerator/Freezer</u> Funding would provide for the replacement of an existing refrigerator and freezer box at the Lane School. The existing unit was originally built in 1964. Staff has been experiencing several problems with the box such as air infiltration and the freezer door freezing shut. In addition the poor condition of the box, the freezer unit is not large enough to hold the weekly delivery of food. The box would be enlarged as part of this project creating more refrigeration and freezer space. The expected useful life of the refrigeration equipment is 15 years.	\$37,416
15-33	<u>Town/School Capital Grounds Reconstruction (REALLOCATION)</u> Funding for this project would be for the annual allotment of money to maintain the infrastructure of athletic fields and landscaped areas including re-sodding, fencing, court refurbishment, irrigation, shrubbery and other miscellaneous items. This would be specifically for needs at “G” Field. \$16,441 in funding remains from a prior year allocation for the Springs Brook Park Baseball Field; this request is for a reallocation of remaining unspent funds after the earlier project was completed.	\$16,441
15-34	<u>Water Leak Detection Program</u> The Massachusetts Water Resources Authority (MWRA) requires member communities to conduct bi-annual leak detection of its water distribution system. This funding would allow for annual testing of one-half of the Town’s system. The object is to minimize the amount of water purchased from MWRA by decreasing the amount of water lost through water main leaks.	\$10,180

15-35	<u>Water SCADA Upgrade</u> Funding for this request would provide for new software to replace the existing, unsupported, 10-year old software. The software monitors the set points and flow rate of water coming into Bedford from the three Lexington connection vaults. Due to the obsolescence of the current software, billing is currently being manually completed. This request would also fund a monitoring system to facilitate chlorine injections at the Crosby Drive and Pine Hill standpipes which is currently being physically monitored by staff. Monitoring of this process is a state requirement.	\$37,000
15-36	<u>Water Gate Valve Exercising Program</u> Funding for this project would provide for the state mandated gate valve exercising program for all 650 main line valves. The project would uncover and operate valves to ensure that they are in the open position and can be accessed as required. The project also includes purchase of a water gate valve box vacuum that will be used internally for our maintenance program.	\$94,000
15-37	<u>Sewer Pump Station Program</u> Funding is for the reconstruction program of the Town's 29 sewer pump stations. Many of the pumping stations were constructed in the 1950's and 1960's and have extended beyond their useful life. Systematic replacement of the stations reduces time and cost associated with making emergency repairs and unscheduled replacements. The Davis Road and Bonnievale Drive sewer pump stations are scheduled for replacement this year.	\$112,000
15-38	<u>Wellfield Cleaning</u> Funding for this project would address the needs of two of the three wells located at the Shawsheen Wellfield. These wells are in need of significant cleaning in order to restore well capacity and efficiency. One well is currently inoperable due to coliform entrapped in the gravel pack around the well.	\$40,000
15-39	<u>DPW – Dump Truck Replacement</u> Funding for this project would allow for the replacement of two 5-ton dump trucks which are essential to snow operations and storm related work. Both trucks will have the ability to be outfitted with a wing plow which will maximize snow removal.	\$440,000
	<b><u>RECOMMENDED TOTAL</u></b>	<b><u>\$2,284,141</u></b>

The following table shows a capital expenditures historical perspective for five fiscal years based on capital requests of the various School and Town departments.

<b>Capital Expenditures Historical Perspective</b>					
	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Actual FY13</b>	<b>Actual FY14</b>	<b>Proposed FY15</b>
Total funding requested	\$3,931,192	\$4,484,212	\$6,331,649	\$6,066,783	\$9,178,841
Funded through tax levy or available funds	\$790,010	\$851,340	\$1,573,441	\$1,043,442	\$1,458,644
\$ approved as % of requests funded through tax levy or available funds	20.1%	18.9%	24.8%	17.19%	15.89%

The FY15 review process has been completed. Fifty-five (55) requests totaling \$9,178,841 from School and Town departments were presented to the CEC. The approved projects within the chart above reflect capital expenditures that were not bonded, funded through either water or sewer rates, or voted at prior Town Meetings under separate articles on the Warrant. Using the same methodology, FY15's percentage of proposed approved requests relative to total FY15 requests is 15.89%.

Respectfully submitted,

Mary Ellen Carter, *Chair*

Brian Bartkus

Anthony Battaglia

Jon O'Connor

James O'Neil

Jean-Marc Slak

William Moonan, *Selectmen Representative*

Barbara Perry, *Finance Committee Representative*

Abbie Seibert, *School Committee Representative*

## **Warrant for Annual Town Meeting of 2014**

To any of the Constables of the Town of Bedford in the County of Middlesex.  
Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Bedford, qualified to vote at Town Meeting for the transaction of Town affairs, to meet in said Town in the Bedford High School Auditorium, Monday, March 24, 2014 at 7:30 p.m. then and there to vote upon the following articles:

### ***Article 1*** **Reports of Town Officers and Committees**

To hear and act upon the reports of Town officers and committees.

*This article provides for officers and committees so instructed to report to Town Meeting their progress or recommendations.*

### ***Article 2*** **Debate Rules**

To determine whether the Town will vote to adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

pass any vote or take any action relative thereto.

*This article proposes time limitations on presentations and debate of articles before this Town Meeting.*

### **RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

### ***Article 3*** **Consent Article**

To determine whether the Town will vote to:

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2014 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, as may be appropriate;
- B. Raise and appropriate the sum of \$61,000 for an audit of Fiscal Year 2014 and related services;

- C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2015;
- D. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2015;
- E. Authorize the Selectmen, during Fiscal Year 2015, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

pass any vote or take any action relative thereto.

*Sections A-E of this article has been regularly voted by past Town Meetings. Section A would authorize short-term borrowing in anticipation of revenue. Section B would appropriate funds for the FY14 audit.*

*Section C proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2015 to the eligibility age permitted, gross receipts and whole estate limits set forth in Massachusetts General Laws pertaining to an existing elderly property tax exemption. This same provision has been approved by Town Meeting each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemption to be available. If this section is not adopted, the exemptions levels would return to Fiscal Year 2003 levels. At that time, property owners could qualify for the exemptions if they were 70 years old, had income (gross receipts) not more than \$13,000 for a single person and \$15,000 combined for two married people, and had combined assets (whole estate) of not more than \$28,000 for a single person and \$30,000 combined for two married people. Under this proposed article, the income limit would be increased to \$20,000 for a single person and \$30,000 combined for two married people, and the asset limit could be increased up to \$40,000 for a single person and \$55,000 combined for two married people. These are the maximums permitted under the law allowing property tax exemptions. Persons who qualified for exemptions in Fiscal Year 2003 were eligible for a maximum exemption of \$500. If Section C is approved as written, the exemption would increase 100% resulting in a maximum exemption of \$1,000. In Fiscal Years 2004 and 2005 the exemption was increased by only 50% resulting in a maximum exemption of \$750. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2015.*

*Section D proposes that the Town accept a state law provision that allows for increases in all property tax exemptions currently granted by the Town. This same provision has been approved by Town Meeting for each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemptions to be available. If Section D is not adopted, the exemptions levels would return to Fiscal Year 2003 levels which at that time were as follows: Clause 17D allowed an exemption of up to \$175 for surviving spouses or minor children occupying a property; Clauses 22, 22A, 22B, 22C, 22D, and 22E allowed veterans exemptions of various types and amounts between a maximum of \$400 and \$2,500; Clause 37A allowed an exemption of up to \$500 for a blind person owning and occupying a property. Each clause has certain eligibility requirements that must be satisfied to receive the exemption and only one type of exemption can be granted for each property. If Section D is adopted, a uniform percentage increase of 100% would be applied to all of the exemptions. In Fiscal Years 2004 and 2005 the exemptions were increased by only 50%. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2015.*

*Section E proposes to delegate to the Selectmen on behalf of the Town to accept any and all easements for sidewalks, trails, drainage, and other utility purposes during Fiscal Year 2015. Massachusetts General Laws otherwise require that Town Meeting accept any interest in real property including easements. In the course of the year, easements on private property are often required to implement sidewalk, trails, road, and drainage improvements. Providing the Selectmen with the authority to accept easements will expedite planning and implementation of projects.*

## RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$1.18

## **Article 4** **Reauthorization of Revolving Funds**

To determine whether the Town will vote to:

- A. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund to be under the jurisdiction of the Board of Library Trustees, such fund to be used for the purchasing of library materials, and to be comprised of charges for lost or damaged library materials or cards, and late fines to the extent that such fines and charges exceed \$17,000, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$25,000 for said Fiscal Year 2015;
- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for the Conservation Commission, and to authorize the Conservation Commission to deposit into such fund any and all consultant fees from permit applicants, and to use such funds for the purchase of consultant services needed to fulfill the work of the commission, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2015;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for cable television franchise fees and revenue to be under the jurisdiction of the Selectmen, such fund to be used for purchasing equipment, supplies, and services related to the operation of cable television municipal access channels, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$200,000 for said Fiscal Year 2015;
- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for fees and revenue received from the operation of Depot Park to be under the jurisdiction of the Selectmen, such fund to be used for the maintenance and improvements for Depot Park and purchasing equipment, supplies, and services related to the operation of Depot Park, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$75,000 for said Fiscal Year 2015;
- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for fees and revenue received from the operation of Old Town Hall and Town Center to be under the jurisdiction of the Selectmen, such fund to be used for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services related to Old Town Hall and Town Center, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$150,000 for said Fiscal Year 2015;
- F. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2015, a departmental revolving fund for the Department of Public Works for any and all revenue from the refuse collection and recycling program, and to use such funds for any expenses related to said refuse

collection and recycling program including collection and disposal costs, the purchase of refuse carts, recycling bins, compost bins, educational mailings and postage, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2015;

- G. Establish, pursuant to M.G.L. Chapter 44, Section 53E1/2 for Fiscal Year 2015, a departmental revolving fund for the Facilities Department, and to authorize the Facilities Department to deposit into such fund any and all revenue generated from utility incentives for the purchase and resale of energy, and to use such funds for the purchase of energy and energy conservation efforts, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2015;
- H. Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2015, a departmental revolving fund to receive monies, gifts, and fees charged for public health programs, such as clinics sponsored by the Board of Health, and further, to authorize the Board of Health to administer and expend funds for these and related programs, such as medical services, up to a limit of \$25,000 in Fiscal Year 2015; pass any vote or take any action relative thereto.

*Section A would reauthorize a revolving fund for the library charges and fines. Section B would reauthorize a revolving fund for Conservation Commission contributions used for consultant fees. Section C would reauthorize a revolving fund for cable television franchise fees and revenue to be used for purchasing equipment, supplies, and services related to the operation of cable television municipal access channels. Section D would reauthorize a revolving fund for the maintenance and operation of Depot Park. Section E would reauthorize a revolving fund administered by the Facilities Department for Old Town Hall and Town Center. Section F would reauthorize a revolving fund for refuse and recycling programs that offset operating budget expenses for these programs. Section G would reauthorize a revolving fund for energy-related revenue and expenses to be used for energy purchase and conservation efforts. Section H would reauthorize a revolving fund for the Board of Health for the purchase of vaccines and conducting flu clinics. The revolving funds in Sections C, D, E, F and G are all under the auspices of the Selectmen. The following table represents the FY2013 and FY2014 financial data as required under Massachusetts General Laws for each of the above revolving funds:*

	FY2013		FY2014 (as of 12/31/13)	
	Revenue	Expenditures	Revenue	Expenditures
A. Library	\$14,562.62	\$800.99	\$2,374.06	\$718.33
B. Conservation Commission	\$4,890.00	\$445.35	\$2,627.80	\$1,470.45
C. Cable Television Franchise Fees	\$112,338.09	\$122,283.59	\$58,232.37	\$58,132.37
D. Depot Park Operations	\$36,026.88	\$22,089.26	\$16,611.23	\$7,200.44
E. Old Town Hall & Town Center	\$103,177.29	\$115,401.77	\$52,639.58	\$39,854.14
F. Refuse Collection & Recycling	\$39,117.39	\$12,195.31	\$15,950.00	\$6,356.72
G. Energy Related Utility Incentives	\$0.00	\$10,224.00	\$12,594.00	\$1,215.00
H. Public Health Programs	\$17,413.34	\$6,061.50	\$2,597.76	\$7,726.00

## RECOMMENDATIONS

Selectmen: Approval recommended  
 Finance Committee: Approval recommended

## ***Article 5***

### **Bills of Prior Years**

To determine whether the Town will vote to appropriate, and transfer from available funds or otherwise provide a sum of money to pay for services rendered or goods received in a previous year; pass any vote or take any action relative thereto.

*This article provides for the payment of bills that were not received in time for payment in prior fiscal years.*

#### **RECOMMENDATIONS**

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

## ***Article 6***

### **Zoning Bylaw Amendment – Flood Plain Map Reference**

To determine whether the Town will vote to approve the following amendments to the Zoning Bylaw, relating to Flood Plains, or take other action relative thereto:

#### ***Section 2.2 Zoning Map***

Current text:

Location and boundaries of the zoning districts shall be as shown on the following identified zoning maps as the same may be hereinafter amended, which maps are herein collectively referred to as –The Zoning Map.

- Zoning Districts, Town of Bedford, Massachusetts, Prepared by Bedford Public Works, December 2008.
- Flood Plain District--The district includes all special flood hazard areas within the Town of Bedford designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Bedford are panel numbers 25017C0264E, 25017C0268E, 25017C0269E, 25017C0288E, 20517C0377E, 25017C0381E, 25017C0382E, 25017C0383E, 25017C0384E, 25017C0401E dated June 4, 2010, as amended. The FIRMs and accompanying Flood Insurance Study report are incorporated herein by reference and are on file with the Code Enforcement Department.
- Wetland District, Town of Bedford, July 2007 (Scale 1" = 200', consisting of 81 matched sheets, Index Sheet, and guidelines page and designated as Wetlands Maps, prepared by Bedford GIS), subject to delineation as required in Zoning Bylaw Section 2.3.6.

The Flood Plain/Wetland District is an overlay district whose boundaries and regulations are superimposed on the Residential, Business, and Industrial Districts established by this Bylaw. Said zoning maps are hereby made part of this Bylaw and are on file in the Office of the Town Clerk.

Proposed text:

Location and boundaries of the zoning districts shall be as shown on the following identified zoning maps as the same may be hereinafter amended, which maps are herein collectively referred to as –The Zoning Map.

- Zoning Districts, Town of Bedford, Massachusetts, Prepared by Bedford Public Works, December 2008.
- Flood Plain District--The district includes all special flood hazard areas within the Town of Bedford designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Bedford are panel numbers ~~25017C0264E~~**25017C0264F**, ~~25017C0268E~~**25017C0268F**, ~~25017C0269E~~, ~~25017C0288E~~, ~~20517C0377E~~**20517C0377F**, ~~25017C0381E~~**25017C0381F**, ~~25017C0382E~~, ~~and 25017C0383E~~**25017C0383F**, **dated July 7, 2014; and 25017C0269E, 25017C0288E, 25017C0382E, 25017C0384E, and 25017C0401E dated June 4, 2010, as amended.** The FIRMs and ~~the~~ accompanying Flood Insurance Study report **dated July 7, 2014** are incorporated herein by reference and are on file with the Code Enforcement Department.
- Wetland District, Town of Bedford, July 2007 (Scale 1" = 200', consisting of 81 matched sheets, Index Sheet, and guidelines page and designated as Wetlands Maps, prepared by Bedford GIS), subject to delineation as required in Zoning Bylaw Section 2.3.6.

The Flood Plain/Wetland District is an overlay district whose boundaries and regulations are superimposed on the Residential, Business, and Industrial Districts established by this Bylaw. Said zoning maps are hereby made part of this Bylaw and are on file in the Office of the Town Clerk.

### ***Section 2.3 Zoning Map Interpretation, Subsection 5 Flood Plain boundaries***

Current text:

The exact boundaries of the Flood Plain District shall be located on the ground, as determined by an actual field survey, of the (100 year) flood contours shown for Zone A and AE on the Flood Insurance Rate Maps and further defined by the Flood Insurance Study, both with effective dates June 4, 2010, as amended.

Proposed text:

The exact boundaries of the Flood Plain District shall be located on the ground, as determined by an actual field survey, of the (100 year) flood contours shown for Zone A and AE on the Flood Insurance Rate Maps and further defined by the Flood Insurance Study, ~~both~~ **all** with effective dates **as listed in Section 2.2**~~June 4, 2010, as amended.~~

*This Article proposes to amend the Zoning Bylaw to incorporate revisions to the Flood Insurance Rate Maps produced by the Federal Emergency Management Agency (FEMA), and the related county Flood Insurance Study report. The map panels that are being replaced encompass the Concord River Flood Plain. The Town is required to reference them in the Zoning Bylaw by July 7, 2014 when the new maps will come into effect, in order to remain eligible for the National Flood Insurance Program. Maps and other materials relating to this amendment will be available for review in the Planning Office at Town Hall.*

### **RECOMMENDATIONS**

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

**Article 7**  
**Street Acceptance – Hartwell Road**

To determine if the Town will vote to accept the layout by the Selectmen of a portion of a way named Hartwell Road, said way runs southeasterly from Concord Road a distance of 3,040 feet more or less, as shown on plans entitled “Hartwell Road Bedford, MA” dated August 19, 2010 drawn by Marchionda & Associates, L.P. of which a copy is available for inspection in the Planning Board office; pass any vote or do anything in relation thereto.

*This article proposes to accept Hartwell Road for maintenance by the Town as a public way.*

**RECOMMENDATIONS**

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting
Planning Board:	Approval recommended

**Article 8**  
**Street Acceptance – Ellingson Road**

To determine if the Town will vote to accept as a public way, Ellingson Road as laid out by the Selectmen together with related sewer easement as shown on a plan entitled “Hayden Highlands-As Built Plan, Bedford, Mass.”, drawn by Commonwealth Engineering Inc. of which a copy is available for inspection in the Town Clerk’s office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way and to pass any vote or do anything in relation thereto.

*This article proposes to accept Ellingson Road for maintenance by the Town as a public way.*

**RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Planning Board:	Approval recommended

**Article 9**  
**Street Acceptance – Donovan Drive**

To determine if the Town will vote to accept as a public way, Donovan Drive as laid out by the Selectmen together with related sewer, drain, all-purpose and pedestrian easements as shown on a plan entitled “Hayden Highlands-As Built Plan, Bedford, Mass.”, drawn by Commonwealth Engineering Inc. of which a copy is available for inspection in the Town Clerk’s office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way and to pass any vote or do anything in relation thereto.

*This article proposes to accept Donovan Drive for maintenance by the Town as a public way.*

**RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Planning Board:	Approval recommended

**Article 10**  
**Street Acceptance – Copeland Drive**

To determine if the Town will vote to accept as a public way, Copeland Drive as laid out by the Selectmen together with related sewer and drainage easements as shown on a plan entitled “Governor Winthrop Estates in Bedford Middlesex County Massachusetts, As-Built Plan of Land”, drawn by Commonwealth Engineering Inc. of which a copy is available for inspection in the Town Clerk’s office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way and to pass any vote or do anything in relation thereto.

*This article proposes to accept Copeland Drive for maintenance by the Town as a public way.*

**RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Planning Board:	Approval recommended

**Article 11**  
**Street Acceptance – Buehler Road**

To determine if the Town will vote to accept as a public way, Buehler Road as laid out by the Selectmen together with related utility, pedestrian and drainage easements as shown on a plan entitled “Governor Winthrop Estates in Bedford Middlesex County Massachusetts, As-Built Plan of Land”, drawn by Commonwealth Engineering Inc. of which a copy is available for inspection in the Town Clerk’s office; and to authorize the Selectmen to acquire by gift, purchase, or eminent domain an easement interest in land as may be necessary or appropriate to create such public way and to pass any vote or do anything in relation thereto.

*This article proposes to accept Buehler Road for maintenance by the Town as a public way.*

**RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Planning Board:	Approval recommended

**Article 12**  
**Cable Television PEG Access Services Agreement Term**

To determine whether the Town will vote to authorize the Selectmen to enter an agreement with a public educational and governmental access services provider, pursuant to the provisions of M.G.L. c. 30B, §12, for a term not to exceed five (5) years, with a commencement date of July 1, 2014, or to take any other action relative thereto.

*This article proposes to authorize the Selectmen to extend the term of an agreement for the next cable television public, educational and governmental access provider. Massachusetts law limits the term of procurement contracts to no more than three years; however, Town Meeting may extend the contract for as much as two additional years for a maximum five-year term.*

**RECOMMENDATIONS**

Selectmen: Approval recommended  
Finance Committee: Approval recommended

**Article 13****Aspen Technology Tax Increment Financing Agreement**

To determine whether the Town will vote to enter into a Tax Increment Financing Plan with RAR2-Crosby Corporate Center QRS Inc., or their successors pursuant to the provision of M.G.L. Chapter 40, Section 59, in connection with the redevelopment of property and planned occupancy by Aspen Technology, Inc. thereon, said property located at 20, 22 and 28 Crosby Drive, Bedford, MA, as shown on Assessor's Map 30, Parcel 5 as described in the Certified Project Application prepared by Aspen Technology, Inc. and to authorize the Selectmen to take such action as is necessary to obtain approval of the Certified Project Application and to implement the Tax Increment Financing Plan, a copy of which is on file in the Office of the Town Clerk; pass any vote or take any action relative thereto.

*This article would authorize a Tax Increment Financing Agreement for the planned locations of Aspen Technology, Inc. at 20, 22 and 28 Crosby Drive. The agreement would permit the reduction of the new property taxes generated from the interior renovations to the presently vacant facility. The tax reduction would not be permanent. In exchange for the tax reduction, Aspen Technology would agree to renovate the interior of existing buildings, adding value to the Town's commercial/industrial tax base. Overall the Town would benefit by receiving increased property tax revenue from the redevelopment.*

**RECOMMENDATIONS**

Selectmen: Recommendation to be given at Annual Town Meeting  
Finance Committee: Recommendation to be given at Annual Town Meeting

**Article 14****Shawsheen Cemetery Preservation Restriction**

To determine whether the Town will vote to authorize the Selectmen, conditional upon award of a Massachusetts Preservation Projects Fund grant by the Massachusetts Historical Commission, to execute a Historic Preservation Restriction to be granted to said Commission for the historic portion of Shawsheen Cemetery, located at 1 and 29 Shawsheen Road and to include Assessors Map 73, Parcel 1, and the sections of Assessors Map 65, Parcel 34 acquired by the Town as recorded at South Middlesex Registry in Book 2339, Page 500 (1894) and in Book 5319, Page 072 (1928), pass any vote or take any action relative thereto.

*This article proposes to authorize the Selectmen to execute a Historic Preservation Restriction for the Town-owned Shawsheen Cemetery. The Town is seeking a grant from the Massachusetts Historical Commission to assist with restoration of monuments at the cemetery. The grant would supplement Town funds to be dedicated to this project. As a condition of the Massachusetts Historical Commission's grant, the Town must record a historic preservation restriction for the property to require that the Town preserve the site in the future after completion of the monument restoration project.*

**RECOMMENDATIONS**

Selectmen: Approval recommended  
Finance Committee: Approval recommended

**Article 15****Bond Authorization – Bedford Street  
Sewer Force Main Improvement**

To determine whether the Town will vote to appropriate a sum of \$2,031,000, or any other sum, for sewer force main replacement, and all other costs incidental or related thereto, to determine whether this appropriation shall be raised by borrowing or otherwise; pass any vote or take any action relative thereto.

*This article proposes a bond authorization of \$2,031,000 for the Bedford Street sewer force main that transports sewage from the main sewer pump station on The Great Road to a Massachusetts Water Resources Authority sewer main in Lexington. In January a break in the sewer force main under Bedford Street in Lexington was discovered and repaired. Inspection of the main while under repair revealed that the sewer force main was corroded and in need of significant repairs in the vicinity of the break. It is proposed to repair a 2,700 linear foot portion of the sewer main from Route 128 to the entrance of Westview Cemetery in Lexington.*

**RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Capital Expenditure Committee:	Recommendation to be given at Annual Town Meeting

**Article 16****Bond Authorization – Water Main Improvements**

To determine whether the Town will vote to appropriate a sum of \$773,600 for water main improvements, including costs of issuance of bonds or notes; to determine whether this appropriation shall be raised by borrowing or otherwise; pass any vote or take any action relative thereto.

*This article proposes a bond authorization of \$773,600. In FY2015, the Public Works Department will continue to address low chlorine residual issues by cleaning and lining the 10-inch diameter water main on Shawsheen Road and the 6-inch diameter water main on Page Road from Old Billerica Road to Pine Hill Road. The Town has \$500,000 remaining in its MWRA zero interest loan program and another \$418,000 will become available in August 2014, and it is intended that this authorization be borrowed under this program at zero percent payable in 10 equal installments over 10 years.*

**RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Capital Expenditure Committee:	Approval recommended

**Article 17****Capital Projects Plan—Fiscal Year 2015**

To determine whether the Town will vote to appropriate the total sum of \$2,284,141, or any other sum, for the items contained within the following proposed Fiscal Year 2015 Capital Projects Plan and to determine whether such sums shall be raised in the tax levy, transferred from available funds, borrowed, appropriated from the Stabilization Fund, or by any combination of these methods; pass any vote or take any other action relative thereto:

<b>Project</b>	<b>Project Name</b>	<b>Appropriation</b>
15-01	Lane and Davis Schools – Space Modifications	\$42,960
15-02	Lane and Davis Schools – Security Measures	\$61,800
15-03	Fire Department – 2 ½” Fire Hose	\$9,926
15-04	Fire Station – Fire Alarm System Renewal	\$18,983
15-05	Fire Station – Electric Overhead Sectional Doors	\$23,494
15-06	Bedford High School – Server Room Upgrades	\$38,048
15-07	Bedford Public Schools – Security Window Film	\$16,220
15-08	IT – Town Network and Server Equipment	\$22,000
15-09	Fire Station – Vehicle Exhaust Capture System	\$5,600
15-10	IT/Finance – KVS Software Development	\$15,000
15-11	John Glenn Middle School – Wireless Expansion	\$160,000
15-12	Town – Photocopier Replacement	\$5,200
15-13	DPW – Video Surveillance	\$27,000
15-14	Fire Department – Boat and Trailer Replacement	\$8,139
15-15	Police Station – UPS for the Dispatch Facility	\$26,665
15-16	Police Station – Cooling Tower and Pump Renewal (\$15,847 from CPC)	\$69,261
15-17	Davis School – Interactive Projection Equipment	\$47,500
15-18	Vehicle and Equipment Replacement	\$444,622
15-19	Police and Fire Stations – Space Utilization Study	\$47,700
15-20	John Glenn Middle School – Space Modifications	\$46,500
15-21	Lane School – Interactive Projection Equipment	\$25,000
15-22	DPW Fiber Connection	\$36,000
15-23	Schools – Photocopier Replacement	\$24,501
15-24	Lane School – HVAC Recommissioning	\$48,936
15-25	Alternate Emergency Operations Dispatch Center	\$20,274
15-26	Lane School – Custodial Equipment	\$9,294
15-27	Lane School – Acoustic Upgrades	\$17,561
15-28	DPW – Irrigation Refurbishment (\$76,470 from CPC)	\$130,000
15-29	John Glenn Middle School – Auditorium Stage Equipment	\$25,400
15-30	Library – Mechanical Study	\$15,270
15-31	Town Hall – Access Control Systems Expansion and Upgrade	\$8,250
15-32	Lane School – Walk-In Refrigerator/Freezer	\$37,416
15-33	Town/School Capital Grounds Reconstruction (Reallocation)	\$16,441
15-34	Water Leak Detection Program	\$10,180
15-35	Water SCADA Upgrade	\$37,000
15-36	Water Gate Valve Exercising Program	\$94,000
15-37	Sewer Pump Station Program	\$112,000
15-38	Wellfield Cleaning	\$40,000
15-39	DPW – Dump Truck Replacement	\$440,000
<b>TOTAL</b>		<b>\$2,284,141</b>

*This article would provide funds for the various projects contained within the Fiscal Year 2015 Capital Projects Plan. At the time the warrant was printed, it was intended that the Town would utilize the tax levy or a transfer from available funds, or a combination thereof, to fund Projects 15-01 through 15-33. Project 15-16 is proposed to be funded in part with Community Preservation funds (\$15,847). Project 15-28 is proposed to be funded in part with Community Preservation funds (\$76,470). Projects 15-34 through 15-38 would be funded through revenue collected from sewer and water user fees during Fiscal Year 2015. A bond authorization will be proposed for Project 15-39. Projects utilizing the tax levy or available funds require only a simple majority vote. A bond authorization for Project 15-39 would require a two-thirds vote. A description of all projects is contained in the Capital Expenditure*

*Committee's Report on pages 6 through 13 of this Warrant.*

## RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting
Capital Expenditure:	Approval recommended
Community Pres. Com.:	Approval recommended regarding Projects 15-16 and 15-28
Residential Tax Impact:	\$35.76

## Article 18

### Amend FY14 Community Preservation Budget

The Community Preservation Committee recommends the following amendment to the Fiscal Year 2014 Community Preservation appropriations voted in Article 22 of the 2013 Annual Town Meeting, with this item considered an amended appropriation:

Amended Appropriation	Previous FY14 Appropriation	Proposed Additional Funding	Total FY14 Recommended
4   Depot Building Restoration	\$100,000.00	\$215,000.00	\$315,000.00

pass any vote or take any action relative thereto.

*This article proposes an amendment to the Fiscal Year 2014 Community Preservation Budget adopted at the 2013 Annual Town Meeting, and amended at 2013 Special Town Meeting. The Community Preservation Committee is recommending that an additional appropriation be made. Funding for this appropriation is available as a result of Bedford having accepted the Community Preservation Act (CPA) in March 2001. The description of the proposed amendment is contained below:*

- 4. Depot Building Restoration** – Funding would provide for the final phase of exterior refurbishment of the Passenger Depot Building. \$100,000 had been appropriated at 2013 Annual Town Meeting. An additional \$133,100 is proposed to be transferred from the Historic Properties Preservation Fund, with a proposal to replenish this account with FY15 Community Preservation Funds. The remaining \$81,900 is proposed to be transferred from FY14 Community Preservation General Reserves. The total of the additional funding to be transferred to this project is \$215,000.

## RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting

## Article 19

### Community Preservation Budget – Fiscal Year 2015

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2015 Community Preservation Fund Revenues and Community Preservation Fund Balance, unless otherwise specified, for Fiscal Year 2015 Community Preservation purposes with each item considered a separate appropriation:

	APPROPRIATIONS	CP FY15 Funds
1	Administrative	\$ 10,000.00
2	Affordable Housing Consultant	\$ 15,000.00

3	Bond Payment – Town Center	\$ 199,900.00
4	Bond Payment – 350A Concord Road	\$ 477,813.00
5	Pedestrian Master Plan	\$ 40,000.00
6	Shawsheen Pump House Restoration	\$ 102,953.00
7	Town Hall Aluminum Window Rehabilitation	\$ 15,275.00
8	Springs Brook Park Driveway Hardscape	\$ 72,224.00
9	Ashby Place Kitchen and Bath Refurbishment	\$ 216,000.00
10	Historic Properties Preservation Fund	\$ 200,000.00
	<b>RESERVES</b>	
11	Affordable Housing	\$ 350,000.00
12	General Reserves	\$ 350,000.00
	<b>TOTAL</b>	<b>\$ 2,049,165.00</b>

pass any vote or take any action relative thereto.

*This article proposes projects and reserves recommended by the Community Preservation Committee for FY15 under Bedford's Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed projects follow:*

- 1. Administrative** – Administrative expenses for legal work and clerical costs are included in this item.
- 2. Affordable Housing Consulting Services** – Funding would allow continued use of affordable housing consultant services made available through an inter-municipal agreement made with several area communities or through other procurement contracts for such services.
- 3. Town Center North Wing Project Bond Payment** – Funding would provide the necessary payment during FY15 for the bonded cost of the previously approved restoration project.
- 4. 350A Concord Road Bond Payment** – Funding would provide the necessary payment during FY15 for the bonded cost of the previously approved purchase of land.
- 5. Pedestrian Master Plan** – Funding would allow for the creation of a long range pedestrian master plan which would improve connectivity through trail development, path enhancements and sidewalks improvements around Bedford. This master plan is compatible with the goals of the Town Comprehensive Plan.
- 6. Shawsheen Pump House Restoration** – Funding would allow for significant exterior preservation work to the 103 year old pump house. Work would include shingles and roofing; rebuilding of the chimney and repointing of the brick masonry below the windows.
- 7. Town Hall Aluminum Window Rehabilitation** – Funding would rehabilitate the aluminum windows at Town Hall which were installed in 1988. Work will consist of the replacement of properly sized counter balances in all windows.
- 8. Springs Brook Park Driveway Hardscape** – Funding would provide for the repaving of the Springs Brook Park Driveway which is deteriorating and has limited areas where two (2) cars can safely pass. Included will be pullout areas which will require tree removal and surface re-grading.
- 9. Ashby Place Kitchen and Bath Refurbishment** – Funding would be provided to the Bedford Housing Authority for purposes of refurbishing the original kitchens and bathrooms (c.1969) in 8 of the units located at Ashby Place, which is primarily housing for seniors. Refurbishing all 80 units is estimated to cost around \$2M, and will take place over several years. Some funds are being acquired from the State (\$230,800).
- 10. Historic Properties Preservation Fund** – Funding would be used to replenish the Historic Properties Preservation Fund which was utilized for the Passenger Depot Restoration Project.
- 11. Affordable Housing Reserves** – These funds would be placed in reserve for Affordable Housing. Other appropriations have already satisfied the required annual minimum affordable housing

*CPA appropriation of 10%. This additional funding is in anticipation of future costly endeavors such as the other 40 units in need of remodeling at Ashby Place, potential development of housing at the former Coast Guard Property, and potential expiring use restriction at Bedford Village. This appropriation would increase the balance in this reserve account to \$1,114,068.40.*

**12. General Reserves** – Funding to be set aside in Reserves for appropriation at Special Town Meeting in fall, 2014 or thereafter.

#### **RECOMMENDATIONS**

Selectmen: Approval recommended  
 Finance Committee: Approval recommended for Projects 1-9, and 12; Recommendation to be given at Annual Town Meeting for Project 10; Disapproval recommended for Project 11.

### ***Article 20***

#### **Community Preservation Land Acquisition Fund**

To determine whether the Town will vote to amend the vote taken under Article 16 – Community Preservation Land Acquisition Fund Amendment to Parcel List of the 2012 Annual Town Meeting by amending the real property specified for acquisition in said Article 16 of the 2012 Annual Town Meeting so as to add Parcel 103 on Assessors Map 68, located at 340A Concord Road consisting of 0.803 acres +/-; pass any vote or take any action relative thereto.

*This article would authorize the purchase of an additional parcel through the Community Preservation Land Acquisition Fund most recently amended at the 2012 Annual Town Meeting. The remaining balance in the fund as of the printing of the Warrant is \$287,398.66.*

#### **RECOMMENDATIONS**

Selectmen: Approval recommended  
 Finance Committee: Approval recommended

### ***Article 21***

#### **Appropriate Funds for Bedford Permanent Firefighters Association Agreement**

To determine whether the Town will vote to appropriate the sum of \$38,551.00, or any other sum, to be added to Article 25 Operating Budgets – Fiscal Year 2014, Fire Department, Account #2200, as voted at the 2013 Annual Town Meeting to fund the cost items contained in a Collective Bargaining Agreement between the Town of Bedford and the Bedford Permanent Firefighters, Local #2310, IAFF, and to determine whether said sum shall be raised through the tax levy, transferred from available funds, or by any combination of the methods; pass any vote or take any action relative thereto.

*This article proposes to appropriate additional funds required to compensate the members of the Bedford Permanent Firefighters Local #2310 for services being rendered in the current fiscal year under an anticipated Collective Bargaining Agreement commencing July 1, 2013 for a three-year term.*

#### **RECOMMENDATIONS**

Selectmen: Approval recommended  
 Finance Committee: Recommendation to be given at Annual Town Meeting

**Article 22****Supplement Operating Budget for Fiscal Year 2014 and  
Articles of the 2013 Annual Town Meeting**

To determine whether the Town will vote to transfer from available funds or otherwise provide a sum of money to be added to sums appropriated under certain Operating Budgets for Fiscal Year 2014 first voted under Article 25 of the Annual Town Meeting of 2013 or to sums appropriated under certain articles voted at the Annual Town meeting of 2013; pass any vote or take any action relative thereto.

*This article would provide additional funds to be added to the Fiscal Year 2014 Operating Budget and other articles voted at the 2013 Annual Town Meeting.*

**RECOMMENDATIONS**

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

**Article 23****Salary Administration Plan Bylaw Amendment –  
Classification & Wage Schedule**

To determine whether the Town will vote to amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2014, unless another effective date is set forth herein.

**A. Management / Professional Schedule (Annual)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
<b>M-21</b>	86,752	105,187	123,621
DPW Director			
Fire Chief			
Police Chief			
<b>M-20</b>	82,621	100,178	117,735
Facilities Director			
Finance Director/Treasurer & Collector			
<b>M-18</b>	74,298	89,158	104,017
Capital Project Manager			
<b>M-17</b>	70,168	83,325	96,482
Assistant Town Manager			
Code Enforcement Director / Building Inspector			
DPW Engineer			
Library Director			
<b>M-16</b>	65,578	77,874	90,170
Accountant			
Associate Assessor			
Health Director			

Information Systems Manager  
Planning Director

**M-15**

61,366      72,105      82,845

Council on Aging Director  
DPW Business Manager  
Economic Development Coordinator  
Facilities Operations Manager  
Grounds Operations Manager  
Highway Operations Manager  
Human Resources/Management Analyst  
Recreation Director  
Town Clerk  
Water & Sewer Operations Manager  
Youth & Family Services Director

**M-14**

56,821      66,764      76,708

Assistant Library Director

**M-13**

52,690      61,252      69,814

Assistant Recreation Director  
Civil / Environmental Engineer  
Community Nurse  
Conservation Administrator  
Facilities Information and  
Procurement Analyst  
GIS Analyst  
Local Building Inspector  
Plumbing/Gas Inspector  
Program Coordinator  
Recycling Coordinator  
Senior Librarian  
Technical Support Specialist  
Wiring Inspector

**M-12**

48,339      56,194      64,049

Assistant Assessor  
Assistant Planner  
Building & Systems Superintendent  
Elder Services Coordinator  
Engineering Technician  
Health Agent  
Librarian  
Prevention Services Coordinator  
School-Age Child Care Director

**M-11**

44,422      51,086      57,749

Archivist  
Assistant Accountant  
Assistant Treasurer & Collector  
Data Collector  
Engineering Assistant

Human Services Assistant  
Youth & Family Services Counselor

<b>M-10</b>	40,384	46,441	52,499
Assistant to the Accountant			
Respite Care Coordinator			
Senior Library Technician			
Youth Worker			

<b>M-9</b>	36,782	41,839	46,897
Animal Control Officer			
School Traffic Supervisor			

<b>M-7</b>	29,915	33,654	37,394
Assistant Youth Worker			
Veteran's Services Officer			

<b>B. Secretarial Clerical (35 hr/wk)</b>	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Administrative Assistant II	766.80	872.24	977.68
Administrative Assistant I	710.23	807.88	905.54
Department Assistant III	665.61	748.81	832.01
Department Assistant II	616.06	693.06	770.07
Department Assistant I	577.33	642.28	707.23

<b>C. Library (40 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Library Assistant II	16.66	17.32	17.98	18.72	19.48
Library Assistant I	15.42	16.04	16.65	17.33	18.03
Library Page	9.03	9.37	9.70	10.04	10.37
Custodian	15.35	15.95	16.61	17.28	17.95

<b>D. Public Works (40 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Chief Water System Operator (c.)	941.33	988.40	1,037.83	1,089.73	1,144.22	1,167.10
Chief Sewer System Operator (c.)	941.33	988.40	1,037.83	1,089.73	1,144.22	1,167.10
Working Foreman (c.)	941.33	988.40	1,037.83	1,089.73	1,144.22	1,167.10
Electrician (c.)	925.43	962.48	100.96	1,041.01	1,082.64	1,104.30
Maintenance Craftsman (c.)	908.83	945.19	983.01	1,022.33	1,063.23	1,084.49
Mechanic (c.)	908.83	945.19	983.01	1,022.33	1,063.23	1,084.49
Water System Operator (c.)	908.83	945.19	983.01	1,022.33	1,063.23	1,084.49
Sewer System Operator (c.)	908.83	945.19	983.01	1,022.33	1,063.23	1,084.49
Assistant Working Foreman (c.)	908.83	945.19	983.01	1,022.33	1,063.23	1,084.49
Heavy Equipment Operator (c.)	823.96	856.92	891.19	926.85	963.92	983.20
Summer Laborer (interim / seasonal)	12.50 per hr.					

<b>E. Public Health (c.)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
School Registered Nurse - licensed (annual)	42,100	43,995	45,974	48,043	50,205
School Registered Nurse - licensed (PT hourly)	32.33	33.79	35.31	36.90	38.56

	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>
School Registered Nurse - licensed (annual)	52,464	54,825	57,293	59,871	62,565	65,381
School Registered Nurse - licensed (PT hourly)	40.29	42.11	44.00	45.98	48.05	50.21

	<b>Step 1</b>	<b>Step 2</b>				
School Registered Nurse - unlicensed (annual)	38,359	40,277				
School Registered Nurse - unlicensed (PT hourly)	29.46	30.78				
<b>F. Public Safety - Fire (42 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Captain Fire Prev. (40 hr/wk) (c.)	1,291.53	1,326.11	1,424.27	1,461.37	1,499.02	1,535.81
Lieutenant - Fire (c.)	1,099.61	1,119.71	1,192.46	1,213.54	1,234.73	1,271.53
Private - Fire (c.)	936.94	954.00	1,015.65	1,033.51	1,051.45	1,088.26
Student Firefighter	699.90/wk.					
Call Lieutenant	3,152.21/yr. max 15.92/hr.		3,379.06/yr. max with EMT 16.73/hr. Spec. Assign.			
Call Firefighter	2,686.75/yr. max 14.45/hr.		2,851.72/yr. max with EMT 15.15/hr. Spec. Assign.			
<b>G. Public Safety - Police (37.5 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Lieutenant - Police (c.)	1,458.55	1,484.27	1,510.11	1,536.54		
Sergeant - Police (c.)	1,257.37	1,279.54	1,301.82	1,324.60		
Patrol Officer - Police (c.)	977.97	995.84	1,060.39	1,079.09	1,097.87	1,117.63
Student Police Officer	699.90/wk.					
Police Matron	18.50/hr.		20.08/hr. nights and weekends			
<b>H. Public Safety - Dispatch (37.5 hr/wk)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Emergency Comm. Officer I (c.)	702.22	736.27	773.08	811.74	852.32	894.94
Emergency Comm. Officer II (c.)	718.75	754.68	792.41	832.04	873.63	917.31
Lead Emergency Comm. Officer (c.)	736.28	773.08	811.74	852.33	894.94	936.69
<b>I. Recreation Programs</b>			<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>	
<b>School-Age Child Care Program (Hourly; 40 hr/wk)</b>						
Assistant Director			16.00	18.50	21.00	
Group Leader			12.50	16.38	20.25	
Aide (High School)			10.00	11.00	12.00	
<b>Youth Center Staff (Hourly)</b>						
Supervisor			17.00	19.00	21.00	
Adult Staff (H.S. Graduates)			15.00	16.00	17.00	
Junior Staff (H.S. Students)			10.00	11.00	12.00	
<b>Springs Brook Park Program (Hourly - effective May 15, 2014)</b>						
Director/Manager			20.55	27.76	34.96	
Aquatics Director			18.00	21.50	25.00	
Assistant Director			15.00	17.00	20.00	
Supervisor			11.00	13.00	15.00	
	<b>Level A</b>	<b>Level B</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>	
Swimming Staff III	11.85	12.15	12.45	12.75	13.05	
Swimming Staff II	10.54	10.76	10.98	11.25	11.55	
Swimming Staff I	9.44	9.66	9.88	10.10	10.32	
Crew III	8.80	9.00	9.20	9.40	9.60	
Crew II	7.80	8.00	8.20	8.40	8.60	
Crew I	7.00	7.15	7.30	7.45	7.60	

**Summer Adventures/Summer Recreation****Programs****(Hourly - effective May 15, 2014)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Director	19.51	24.09	28.66
Assistant Director	17.70	19.64	21.59
Program Leader	15.37	17.68	20.33

	<b>Level A</b>	<b>Level B</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>
Supervisor	16.00	16.40	16.81	17.23	18.01
Administrative Coordinator	16.00	16.40	16.81	17.23	17.66
Program Staff	12.00	12.66	13.36	14.09	14.87
Counselor (HS Grad) *	8.50	9.00	9.50	10.00	10.50
Counselor (HS) *	8.00	8.30			
Aide	7.50				
Overnight Stipend	100.00/night				

\* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training

**Instructional Programs (Hourly)**

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Program Instructor II	25.00	37.50	55.00
Program Instructor I	15.00	20.00	25.00
Program Aide	10.00	13.00	15.00

	<b>Level A</b>	<b>Level B</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>
Basketball Official	12.00	13.25	14.50	15.75	17.00

**J. Miscellaneous**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Local Transportation Oper./Coord. (40 hr/wk)	883.96	900.23	916.40	931.69	947.23
Recording Secretary	16.42/hr.		Alt./Asst. Inspectors		27.96/hr.
Temporary Clerk II	10.31/hr.				
Temporary Clerk I	9.03/hr.				
Substitute Local Transportation Operator	18.55/hr.				
Youth Leader	9.03/hr.				

	<b>Min.</b>	<b>Mid.</b>	<b>Max.</b>
Temporary Painter	24.00	25.00	29.00

**(c.) Per Labor Contract**

*This article establishes the compensation ranges for all non-School Department employees of the Town. Where designated by footnote, collective bargaining agreements with the public employee unions are the legal basis for compensation rates. Those rates are shown for informational purposes and to keep the plan current with labor contracts.*

**RECOMMENDATIONS**

Selectmen:

Approval recommended

Finance Committee:

Recommendation to be given at Annual Town Meeting

## **Article 24**

### **Operating Budgets – FY15**

To determine whether the Town will vote to make appropriations for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2014, and to determine whether

such appropriations shall be raised in the tax levy, transferred from available funds, transferred from the Stabilization Fund, borrowed, or by any combination of these methods; pass any vote or take any action relative thereto. Please see pages 37 through 40.

### RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting  
 Finance Committee: Approval recommended

## *Article 25* **Ambulance Enterprise Budget - FY15**

To determine whether the Town will vote to appropriate the following sums or any other sums to operate the Ambulance Enterprise for the fiscal year beginning July 1, 2014:

Budget Cost	FY 2013 Expended	FY 2014 Appropriated	FY 2015 Recommended	% Change	% Of Total
<b>Direct Cost</b>					
Salaries	375,857	379,868	378,421		
Operational Expenses	221,233	252,046	293,387		
Capital Reserve		39,000			
Capital Outlay	7,549	8,127	8,127		
<b>Total Direct Cost</b>	<b>604,639</b>	<b>679,041</b>	<b>679,935</b>	<b>0.13%</b>	<b>71%</b>
<b>Indirect Cost</b>					
Salaries (in Fire Budget)	115,341	96,552	98,263		
Insurance & Benefits	79,770	83,188	85,906		
Other Personnel Cost	42,150	42,992	43,852		
Principal & Interest	35,040	30,375	29,625		
General Insurance	9,349	9,816	10,306		
Facilities (Fire Station)	9,187	9,388	9,999		
<b>Total Indirect Cost *</b>	<b>290,837</b>	<b>272,311</b>	<b>277,951</b>	<b>2.07%</b>	<b>29%</b>
<b>Total FY2015 Budget</b>	<b>895,476</b>	<b>951,352</b>	<b>957,886</b>	<b>0.69%</b>	

\* ( to be raised & appropriated in the General Fund Operating Budget)

and that in order to meet such appropriation, the Town shall raise the sum of \$634,321 or any other sum from the Ambulance Enterprise Revenues and the sum of \$45,614 or any other sum from the tax levy; pass any vote or take any action relative thereto.

### RECOMMENDATIONS

Selectmen: Approval recommended  
 Finance Committee: Approval recommended  
 Residential Tax Impact: \$0.88

## **Article 26**

### **Salary Plan Additional Funding**

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$148,625 or any other sum, to fund salary adjustments for certain employees; pass any vote or take any action relative thereto.

*This article funds additional compensation for employees listed in Sections A and B of the Salary Administration Plan Bylaw.*

#### **RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$2.88

## **Article 27**

### **Other Post-Employment Benefits Liability Trust Fund Appropriation**

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$551,578 or any other sum, for the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees; pass any vote or take any action relative thereto.

*This article proposes to appropriate \$551,578 towards the Town's unfunded liability for health and life insurance benefits of both current and future retired employees. Appropriations for this liability were first made at the 1994 Annual Town Meeting. The 1999 Annual Town Meeting approved the filing of a home rule petition for special legislation to establish a trust fund for investment of the appropriations. The Massachusetts Legislature approved the Town's home rule petition to establish a trust fund in 2000. The 2011 Annual Town Meeting transferred the balance in the original trust fund to a new irrevocable trust fund. The present balance of the irrevocable trust fund is approximately \$3,829,100. Governmental Accounting Standards requires all local governments to account for other post-employment benefits (OPEB) using an accrual methodology over participants' active working lifetimes. The Town's most recent actuarial study indicated that the Town had an actuarially determined unfunded liability of approximately \$48.9 Million after taking into consideration the funds that the Town has already set aside for this long-term liability. Bedford is one of the very few communities that have appropriated funds in the past to recognize the liability. This proposed appropriation is consistent with the Town's policy address future liability concerns.*

#### **RECOMMENDATIONS**

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting
Residential Tax Impact:	\$10.69

## **Article 28**

### **Supplement Accrued Sick Leave Fund**

To determine whether the Town will vote to supplement a fund established by Article 25 of the 1994 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated sick leave payments by appropriating the sum of \$25,000 or any other sum, for such purpose; pass any vote or take any action relative thereto.

*This article supplements a fund established by the 1994 Annual Town Meeting through which the Town maintains a reserve for future costs of accumulated sick leave benefits when Town employees retire. Such practice is highly endorsed and recommended by the Town's auditors and is sound business practice. This fund was last supplemented at the 2013 Annual Town Meeting. As of the printing of the Warrant, approximately \$375,850.75 remains in this fund.*

**RECOMMENDATIONS**

Selectmen:	Approval recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting
Residential Tax Impact:	\$0.48

***Article 29***  
**Stabilization Fund Appropriation**

To determine whether the Town will vote to raise and appropriate the sum of \$100,000 or any other sum of money to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B; pass any vote or take any action relative thereto.

*This article requests an appropriation to be added to the Stabilization Fund. This fund may be used for any purpose in the future, but requires a vote of Town Meeting in order to transfer and spend any of these funds. The present balance in the fund is approximately \$2,605,596.*

**RECOMMENDATIONS**

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

***Article 30***  
**Free Cash**

To determine whether the Town will vote to transfer a sum of money from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2014; pass any vote or take any action relative thereto.

*This article allows for the transfer from "free cash" a sum of money to reduce the amount of the tax levy for Fiscal Year 2015.*

**RECOMMENDATIONS**

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

and you are directed to serve this Warrant by posting attested copies thereof at the Town Hall and in at least three other public places in the Town at least seven days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 18th day of February in the year Two Thousand and Fourteen.

**Selectmen of Bedford**

William S. Moonan, Chair

Caroline Fedeles

Margot R. Fleischman

Michael Rosenberg

Mark Siegenthaler

A true copy

Attest:

Constable

## FISCAL YEAR 2015 OPERATING BUDGET

Account #	Department	FY 2013 Expended	FY 2014 Appropriated	FY 2015 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
1220	Selectmen	559,049	627,011	679,171	8.3%	0.9%	13.17	Salaries: Chairman Clerk Other Selectmen, each Office	2,000 1,500 1,200 456,001
1300	Finance/Administrative Services	907,003	948,584	956,342	0.8%	1.2%	18.54	<i>Out of State Travel Estimated Revenue</i> Salaries Capital Out lay Abatement Interest From Sewer Fund	2,800 60,000 609,186 35,000 50,000 175,792
1301	Insurance & Benefits	8,940,556	9,976,831	10,422,250	4.5%	13.5%	202.07	<i>Out of State Travel Estimated Revenue</i> From Sewer Fund From Pension Trust Fund	3,300 325,000 312,600 66,000
	<i>Health Insurance</i>	4,729,116	5,353,500	5,484,500	2.4%	7.1%			
	<i>Retirement Assessment</i>	2,972,407	3,222,437	3,438,459	6.7%	4.5%			
	<i>General Insurances</i>	653,897	740,058	799,061	8.0%	1.0%			
	<i>Medicare Assessment</i>	509,990	547,881	587,275	7.2%	0.8%			
	<i>Unemployment Insurance</i>	59,760	95,000	95,000	0.0%	0.1%			
	<i>Life Insurance</i>	15,386	17,955	17,955	0.0%	0.0%			
1303	Principal & Interest	7,573,702	7,577,090	7,246,510	-4.4%	9.4%	158.51	Non Exempt Principal Non Exempt Interest Exempt Principal Exempt Interest CPA Debt Costs From Debt Stabilization Fund From Sewer Fund From CPA Fund	2,030,186 637,933 2,742,000 1,158,678 677,713 126,446 192,000 677,713

Account #	Department	FY 2013 Expended	FY 2014 Appropriated	FY 2015 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
1310	Financial Committees	200	627,596	731,614	16.6%	0.9%	14.18	Reserve Fund Capital Expenditures Committee	730,000 260
1410	Board of Assessors	241,336	262,880	265,066	0.8%	0.3%	5.14	Salaries: Stipend, each Assessor Office	1,600 200,056
1510	Legal Services	129,296	180,290	183,896	2.0%	0.2%	3.57	<i>Estimated Revenue</i>	600
1610	Town Clerk	191,913	208,957	209,438	0.2%	0.3%	4.06	Salaries: Office Stipends	184,474 310
1620	Elections & Registrations	52,398	22,053	50,453	128.8%	0.1%	0.98	<i>Out of State Travel</i> <i>Estimated Revenue</i>	2,199 27,218
1750	Planning Board	152,781	165,652	176,799	6.7%	0.2%	3.43	Personnel Costs Stipends Salaries <i>Estimated Revenue</i>	31,953 1,350 173,349 600
2010	Police Department	3,230,221	3,360,670	3,403,886	1.3%	4.4%	66.01	Salaries Capital Outlay <i>Out of State Travel</i> <i>Estimated Revenue</i>	3,252,756 14,473 3,500 188,138

Account #	Department	FY 2013 Expended	FY 2014 Appropriated	FY 2015 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
2200	Fire Department	1,921,969	2,005,558	2,025,090	1.0%	2.6%	39.26	Salaries Capital Outlay	1,880,167 18,476
2360	Town Center	137,685	146,872	154,427	5.1%	0.2%	2.99	Out of State Travel Estimated Revenue Salaries Estimated Revenue	2,788 66,000 50,758 107,000
2400	Code Enforcement	424,481	448,605	453,684	1.1%	0.6%	8.80	Salaries Out of State Travel Estimated Revenue	418,701 1,200 577,674
3000	School Department	32,877,132	34,214,568	35,526,473	3.8%	46.0%	688.81	From Impact Aid/Defense Aid	290,000
3001	Vocational Education	468,656	505,000	545,000	7.9%	0.7%	10.51		
3500	Facilities Department								
	Municipal	746,016	818,420	868,671	6.1%	1.1%	16.84	Salaries	437,498
	School ( in School budget)	2,414,609	2,476,798	2,571,907				Capital Outlay	1,500
	Total (Informational Only)	3,160,625	3,295,218	3,440,578	4.4%				
4000	Public Works	10,471,180	10,229,132	10,710,899	4.7%	13.9%	207.67	Salaries Snow Removal Overtime Snow Removal Materials MWRA Water Purchase Refuse/Recycling Energy Equipment/Materials Capital Outlay Road Resurfacing From Sewer Fund Out of State Travel Estimated Revenue	2,708,089 134,640 205,453 3,089,601 1,600,983 918,195 633,028 813,652 7,258 600,000 4,074,355 1,404 7,884,200

Account #	Department	FY 2013 Expended	FY 2014 Appropriated	FY 2015 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
5000	Board of Health	504,537	543,754	553,993	1.9%	0.7%	10.74	Salaries	525,311
5001	Hazardous Waste	11,478	14,898	15,196	2.0%	0.0%	0.29	<i>Estimated Revenue</i>	21,528
5003	Mosquito Control	37,005	37,375	38,123	2.0%	0.0%	0.74		
5400	Bedford Local Transit	52,954	58,132	59,173	1.8%	0.1%	1.15	Salaries	58,411
5410	Council on Aging	172,459	179,778	180,017	0.1%	0.2%	3.49	<i>Estimated Revenue</i>	15,000
5420	Youth & Family Services	346,885	370,259	432,893	16.9%	0.6%	8.39	Salaries	183,855
6100	Public Library	1,148,863	1,187,337	1,201,713	1.2%	1.6%	23.30	Salaries	841,853
								Capital Outlay	5,000
6300	Recreation Commission	158,969	163,323	163,323	0.0%	0.2%	3.17	<i>Estimated Revenue</i>	17,000
6910	Historic Preservation Commission	168	1,256	1,281	2.0%	0.0%	0.02	Salaries	163,323
TOTAL		71,458,892	74,881,881	77,255,381	3.2%	100.00%	1.516		

\* Per 100,000 of assessed value.

**Town Meeting Procedure**  
**(As Established Under Article 4 of the Bedford General Bylaws)**

**4.1 Debate Rules**

The following rules shall govern Town Meeting:

No voter may speak without recognition by the Moderator.

Speakers must give their name and address before commencing.

No voter may speak in debate more than twice on any article without specific permission from the Moderator, except to correct a statement. Questions do not fall under this rule.

Speakers must keep their debate within the scope of the motion on the floor.

All questions must be directed through the Moderator.

**4.2 Motions**

All motions shall require a majority vote except as noted.

**4.2.1 Privileged Motions**

The following motions are privileged motions addressing the conduct of the meeting, and have priority, in order as shown, over any other motion or any question which may be pending:

**4.2.1.1 Dissolve or adjourn *sine die***

Final adjournment of Town Meeting may occur only after the completion of action on all articles in the Warrant. Not debatable or amendable.

**4.2.1.2 Adjourn or recess**

Postpones the meeting to a specified time, which must be within 21 days. Debatable and amendable.

**4.2.1.3 Point of no Quorum**

A call for a count of voters. No vote required.

**4.2.1.4 Fix the time for which to adjourn**

Sets a certain time for later adjournment. Debatable and amendable.

**4.2.1.5 Question of privilege**

Relates to the rights and privileges of the meeting and to the rights of the members. Not debatable or amendable.

**4.2.2 Subsidiary Motions**

The following motions are subsidiary motions. They have a direct effect on the original or main motion. They are listed in order of their rank, which follows the privileged motions, above:

**4.2.2.1 Lay on or take from the table**

Postpones action on the motion for an unspecified time and resumes action at the will of the meeting. Town Meeting may not be adjourned *sine die* until some action is taken on the motion in question. Not debatable or amendable. Two-thirds majority vote required.

**4.2.2.2 Previous question**

Calls for a vote on the motion under discussion without further debate. Not debatable or amendable. Two-thirds majority vote required.

**4.2.2.3 Limit or extend debate**

Sets a time limit for each speaker or the entire debate or may reopen the bounds of debate. Debatable and amendable. Two-thirds majority vote required.

**4.2.2.4 Postpone to a specified time**

Postpones action on an article to a specified time, or until after a specified article. Debatable and amendable.

**4.2.2.5 Commit, recommit or refer**

Sends the Article to a committee or other body for further study. Debatable and amendable.

**4.2.2.6 Amend or substitute**

Modifies the motion on the floor, in whole or in part. A written copy of the amendment must be presented to the Moderator or the Town Clerk. Debatable and amendable.

**4.2.2.7 Postpone indefinitely**

Ends debate and removes the main motion from discussion without a vote on the main motion. Not debatable or amendable. A brief explanation of the reason(s) for indefinite postponement may be given. Two-thirds majority vote required.

**4.2.3 Incidental Motions**

The following actions have the same rank as the motion from which they arise. They are subordinate motions relating to the conduct of the meeting with respect to the motion on the floor. They are considered and acted upon before the motions out of which they arise are concluded:

**4.2.3.1 Point of order**

Questions a possible error of omission or commission. Neither debatable nor amendable and no vote taken.

**4.2.3.2 Appeal**

Moves to reverse the decision of the Moderator on a point of order. Must immediately follow the point of order. Subject to acceptance by the Moderator. Debatable but not amendable.

**4.2.3.3 Division of a question**

Divides a main motion or amendment where practical to discuss and vote on the separate parts. Debatable and amendable.

**4.2.3.4 Separate consideration**

Requests discussion on separate parts of a question which do not allow for division since the separate parts are interrelated and will not stand on their own. Debatable and amendable.

**4.2.3.5 Fix the method of voting**

Request a specific form of voting, different from the normal one. Debatable and amendable.

**4.2.3.6 Withdraw or modify a motion**

Allows the maker of a motion to withdraw or modify the motion. Not debatable or amendable.

**4.2.3.7 Suspension of rules**

Requests a change in the rules relating to the conduct of the meeting. Not debatable or amendable.

**4.2.4 Main Motions**

The following are main motions in order of the rank and stem from articles in the Warrant:

**4.2.4.1 Main motion**

A motion made within the scope of the related article in the Warrant. The motion is debatable and amendable. The main motion may require a two-thirds vote, *e.g.*, bonding and zoning.

**4.2.4.2 Reconsider or rescind**

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

**4.2.4.3 Advance an article**

Asks to consider and discuss an article in the Warrant out of order. Debatable and amendable.

**4.3 Reconsideration****4.3.1 Number of reconsiderations**

When a motion of reconsideration is decided, that decision shall not be reconsidered again at the same session and shall not be reconsidered more than once thereafter.

**4.3.2 Notice of intent to reconsider at future meeting**

Articles voted upon at any meeting shall not be reconsidered at a subsequent meeting unless notice of intent to reconsider shall be given to the Moderator prior to adjournment and publicly announced to the meeting at which the article has been voted upon.

**4.3.3 Requirements for voter to move reconsideration**

Reconsideration may be moved only by one who voted on the prevailing side.

**4.4 Amendments****4.4.1 Amendments to amendments**

An amended amendment may not be amended.

**4.4.2 Order of voting on amendments**

In the case of several amendments of different amounts or periods of time, the largest amount and the longest time will be voted on first, and an affirmative vote will be a negative vote of the smaller sums or shorter times.

**4.4.3 Amendments to bylaws**

No amendment may be made to a proposed General Bylaw printed in the Warrant unless it is to correct an error in the printing which does not change the meaning. A proposed Zoning Bylaw article may be amended on the floor to be less restrictive.

**4.4.4 Reports to meeting**

Recommendations made in the report of any board or committee shall not be acted upon or debated at any meeting unless there is an article in the Warrant.

**4.4.5 Acceptance of reports to the meeting**

When the report of a committee is placed in the hands of the Moderator, it shall be deemed to be received. If it is a final report, a vote to accept it shall discharge the committee. If it is an interim report, the committee continues to serve unless the Town votes to discharge the committee.

**4.4.6 Amendments to articles**

Any article appearing in the Warrant and considered at any Town Meeting may be amended and any portion may be deleted or added to by the vote of the Town, provided the phrase "do anything in relation thereto," "pertaining thereto," or words of similar import appear in the article. Any proposed amendment must be within the scope of the article.

**4.4.7 Quantum of vote on bylaws and borrowing**

A motion under an article to add to or amend the Town Bylaws, unless otherwise required by the General Laws shall require a simple majority vote. An article to amend the Zoning Bylaws or one for the purpose of borrowing for a period greater than one year shall require a two-thirds vote. A vote requiring a two-thirds majority does not have to be counted unless questioned by the Moderator or seven voters.

**4.4.8 Reports and motions in writing**

All reports, resolutions, motions and amendments submitted to the meeting for consideration shall be presented in writing to the Moderator.

**4.4.9 Secret ballot**

A majority of those present and voting may choose to vote on any article or amendment by secret ballot.

<b>Guidelines for Civil Discourse</b>
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The Town of Bedford respects and recognizes each citizen's right to free speech. In order to guarantee all people's right to free speech and to ensure productive civil discourse, we request that all citizens respect the following guidelines.

**Show respect for others.**

Discuss policies and ideas, not people

Only one person should be speaking at any given time

Use helpful, not hurtful language

**Speak as you would like to be spoken to.**

Use courtesy titles (Mr., Ms., Sir, etc.) and ask if unsure

Restate ideas when asked

Use a civil tone of voice

**Agree to listen.**

Respectfully hear and listen to differing points of view

When unsure, clarify what you heard

Realize that what you say and what people understand you to have said may be different

Recognize that people can agree to disagree

**Speak for yourself, not others.**

Speak from your own experience

Use "I" statements ("I think that the ideas presented...")

**Follow agreed upon guidelines regarding who speaks when and for how long.**

**NOTES**

**NOTES**

*Volunteer Opportunities and the Appointment Process*

## OPPORTUNITIES FOR VOLUNTEER APPOINTMENTS IN BEDFORD

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

Cable Television Committee  
Council on Aging  
Historic District Commission (Alt.)  
Historic Preservation Commission

Land Acquisition Committee  
Outdoor Recreation Area Study Comm.  
Sign Bylaw Review committee  
Wilson Mill Park Planning Committee

**Appointment Process**

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

**Town of Bedford Questionnaire for Volunteers**

*Good Government Depends On You*  
*Please read about opportunities for volunteer appointments and the process*  
*on the other side of this Questionnaire.*

<b>Name</b>	<b>Date</b>
-------------	-------------

<b>Address</b>	<b>Occupation</b>
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<b>Home Phone</b>	<b>Cell Phone</b>	<b>E-mail</b>
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**1. Interested in serving on**

**2. How many meetings have you attended of the committee(s) listed above?**

**3. No. years lived in Bedford: Are you a registered Bedford voter? Attended Town Meeting?**

**4. Please describe your background or training from work and/or life experience that relates to your interest in government.**

**5. What Town government experience have you had?**

**6. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?**

**7. Additional information for the Selectmen to consider. (Please add to this form as necessary.)**

**8. Do you have any restrictions on your availability to attend committee meetings?**

Feel free to call or email ([bedfordmassgov@gmail.com](mailto:bedfordmassgov@gmail.com)) a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way.

Carol Amick – 275-5278

Patricia Carluccio - 275-0645

Joseph Piantedosi – 275-6077